INSTITUTE *of* Museum and Library SERVICES

2006

Museums for America Grants

Application Deadline: November 15, 2005

MUSEUMS FOR AMERICA

Grant Application and Information

Fiscal Year 2006

What is IMLS?

The Institute of Museum and Library Services (IMLS), an independent agency within the Executive Branch, was established by an Act of Congress in 1996 to improve museum, library, and information services. Within IMLS, the Office of Museum Services was established to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic, and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. The Office of Library Services was established to consolidate federal library programs, to stimulate excellence, and promote access to resources in all types of libraries for individuals of all ages, to promote library services that provide access to information through electronic networks, to provide linkages among and between libraries and to promote targeted library services to people of diverse backgrounds and abilities.

IMLS provides support to all types of libraries through grants to states and through discretionary programs. For many museums, IMLS is the only source of federal support. The National Museum and Library Services Board, a Presidentially-appointed body confirmed by the Senate, provides policy advice to the Director of IMLS.

For more information call or write:

Institute of Museum and Library Services
1800 M Street, NW
9th Floor
Washington, DC 20036-5802
(202) 653-4657

E-mail: imlsinfo@imls.gov
Web Site: http://www.imls.gov/

TDD (for hearing impaired people): (202) 653-4699

Visually or learning disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant information and guidelines booklet by contacting IMLS.

Burden estimate and request for public comments

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Institute of Museum and Library Services, 1800 M Street NW, 9th Floor, Washington, DC 20036-5802; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

MFA CFDA No. 45.301

INSTITUTE *of* **Museum** and **Library** SERVICES

Dear Colleagues,

The Institute of Museum and Library Services (IMLS) has a defined, focused mission: to lead the effort to create and sustain a "Nation of Learners." The Museum and Library Services Act calls on IMLS to "help connect the whole of society to the cultural, artistic, historic, natural, and scientific understandings that constitute our heritage."

While life-long learning has always been laudable, today it is both a societal and personal necessity. Rapid changes in technology and communication have become the norm, impacting education and occupations dramatically. Because of their unique roles within communities, America's museums and libraries are on the front line of helping society to adapt and respond positively to the need for continual learning.

It is the role of IMLS, then, to provide this nation's museums and libraries with the leadership and dedicated funding they need to fulfill their mission: to make it possible for Americans to be enthusiastic learners their whole lives long.

Museums for America grants is one very important way to do that. These grants help museums sustain cultural heritage; support lifelong learning and serve as centers of community engagement. They provide the funding to advance museums' strategic plans and create public value.

We invite museums across the United State to participate in Museums for America and strengthen their roles as community and cultural leaders.

Sincerely,

Mary Chute
Acting Director

Museums for America
CALL FOR REVIEWERS

All applications to the Museums for America program are competitively evaluated through a peer review process. Peer review is fundamental to decision making by the Institute of Museum and Library Services. The agency relies on the advice and recommendations of members of the field who have expertise in all areas of museum operations, strategic planning, museums and community interaction, and/or lifelong learning in a museum setting. Reviewers provide an important service to the museum field.

IMLS now makes Reviewer Application Forms available on our Web site. Information and forms are provided at:

http://www.imls.gov/grants/review/rev_how.htm.

Reviewers receive a modest honorarium for their service.

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GENERAL INFORMATION

The Opportunity: Museums for America

The Institute of Museum and Library Services administers a variety of grant programs that advance the value of museums and libraries as critical resources for a nation of learners.

Museums for America is the largest grant program for museums at IMLS providing more than $16 million to support the role of museums in American society with three program categories:

- Sustaining cultural heritage
- Supporting lifelong learning
- Serving as centers of community engagement

Museums for America grants are intended to strengthen the ability of museums to serve the public more effectively by supporting high priority activities that advance the institution's mission and strategic goals.

FY2006 Museums for America funding will support projects and activities designed by museums that strengthen them as active resources for lifelong learning and as important institutions in the establishment of livable communities. Museums for America grants can fund ongoing museum activities; improvement of institutional infrastructure; planning; new programs or activities; purchase of equipment or services; research and scholarship; or efforts of museums to upgrade and integrate new technologies into their overall institutional effectiveness.

Eligibility

WHO MAY APPLY

An applicant must be:

■ either a unit of state or local government or a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code;

■ located in one of the fifty states of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated states of Micronesia, or the Republic of Palau; and

■ a museum[1] that, using a professional staff:[2] (1) is organized on a permanent basis for essentially educational or aesthetic purposes; (2) owns or uses tangible objects, either animate or inanimate; (3) cares for these objects; and (4) exhibits these objects to the general public on a regular basis through facilities which it owns or operates.[3]

MUSEUMS WITHIN MULTIPURPOSE ORGANIZATIONS

Please note that a museum located within a parent organization that is a state or local government or multipurpose not-for-profit entity, such as a municipality, university, historical society, foundation, or a cultural center, may apply on its own behalf if the museum: (1) is able to independently fulfill all the eligibility requirements listed above; (2) functions as a discrete unit within the parent organization; (3) has its own fully segregated and itemized operating budget; and (4) has the authority to make the application on its own. When any of the last three conditions cannot be met, a museum may apply through its parent organization, and the parent organization may submit a single application for one or more of its museums.

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1 Museums include, but are not limited to, aquariums, arboretums, art museums, botanical gardens, children/youth museums, general museums (those having two or more significant disciplines), historic houses/sites, history museums, natural history/anthropology museums, nature centers, planetariums, science/technology centers, specialized museums (limited to a single distinct subject), and zoological parks.

2 An institution uses a professional staff if it employs at least one professional staff member, or the fulltime equivalent, whether paid or unpaid primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the institution.

3 An institution exhibits objects to the general public if such exhibition is a primary purpose of the institution. Further, an institution which exhibits objects to the general public for at least 120 days a year shall be deemed to exhibit objects to the general public on a regular basis.

An institution which exhibits objects by appointment may meet the requirement to exhibit objects to the general public on a regular basis, if it can establish, in light of the facts under all the relevant circumstances, that this method of exhibition does not unreasonably restrict the accessibility of the institution's exhibits to the general public.

An institution which does not have as a primary purpose the exhibition of objects to the general public but which can demonstrate that it exhibits objects to the general public on a regular basis as a significant, separate, distinct, and continuing portion of its activities, and that it otherwise meets the museum eligibility requirements, may be determined to be eligible as a museum under these guidelines. For more information, please see 45 C.F.R. Part 1180.3(d)(2).

Data Universal Numbering System (DUNS)/ Taxpayer Identification Number (TIN)

DUNS

To improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget has directed all federal agencies to require all applicants for federal grants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (E-Grants).

Organizations should verify that they have a DUNS number or take the steps needed to obtain one. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by visiting http://www.dnb.com/us/. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or nonprofit organization they may operate are exempt from this requirement.

TIN

The Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number is issued by the SSA whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal tax identification number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to .le various business tax returns.

If an organization does not have a DUNS and a TIN number, the application will be rejected.

Conditons of a Grant

DURATION OF A GRANT

Generally, project activities supported by Museum for America grants may be carried out for a period of up to three years.

PROJECT START DATE

Projects may begin no earlier than August 1 and no later than November 1, 2006. Projects must begin on the first day of the month and end on the last day of the month.

AMOUNT OF GRANT

Museums for America grants range from $5,000 to $150,000. IMLS will review and negotiate budgets as necessary. Applicants may be granted an amount less than requested.

COST SHARING

Project cost must be matched 1:1 through cost share by the applicant. Applicants must provide at least one-half of the total cost of the project from non-federal sources. These costs may be supported by the grantee's cash outlays including cash contributions from third parties that are used to support project costs, the value of the grantee's contributions of property and services to the project, and third-party in-kind contribu-

tions that are used to support project activities. IMLS encourages applicants to contribute as cost sharing the salaries of any permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If IMLS funding is requested for salaries of permanent staff, the proposal should explain how their regular duties will be performed during the grant period. IMLS strongly encourages applicants to seek third-party donations of cash, equipment, and services. If any funds are to be contributed as cost share by sources other than the applicant or its official partners, the applicant must identify whether the commitment of funds is assured or pending. If the funds are assured, the applicant should include a letter from the source affirming its commitment. If the funds are not assured, the applicant should describe the plan for meeting the promised cost share from other sources in the event that the pending funds are not received. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing or as specified in applicable OMB circulars. All listed expenses, including all cost sharing, must be incurred during the grant period. Government-wide uniform administrative rules and requirements apply, including appropriate OMB circulars.

USE OF FUNDS

A 1:1 match through cost share by the applicant is required in each category. All applications must demonstrate evidence of institutional strategic planning and relate the proposed project to the institution's plan. Projects should be investments in the organization that will have long-term institutional impact, not one-time activities. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing or as specified in applicable OMB circulars. All listed expenses must be incurred during the grant period. Government-wide uniform administration rules and requirements apply, including appropriate OMB circulars.

A museum may not have more than one active Museums for America grant. Recipients of Museums for America funding must complete their projects before receiving funding for an additional Museums for America grant. The start date of any new application may not precede the end date of any previously funded Museums for America grant.

For a list of allowable and unallowable costs, please see page 2.4.

COPYRIGHT/ WORK PRODUCTS

IMLS requires acknowledgment publications and other products resulting from the project. Products should be distributed free or at cost unless the recipient has received written approval from IMLS for another arrangement. With written permission, the recipient may copyright any work that is subject to copyright and was developed under an award or for which ownership was purchased. IMLS reserves, for federal government purposes, a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. IMLS requires that grantees provide three copies of any products produced with IMLS funds to IMLS with the final reports. Generally, a Beta version of software developed on an IMLS funded project must be provided to IMLS as a product of the grant. Consult with IMLS regarding software development projects.

ANNOUNCEMENT OF AWARD

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions in mid July 2006.

**PAYMENT,
ACCOUNTING,
MANAGEMENT,
AND
REPORT
PROCEDURES**

A federal accounting office handles the payment of Museums for America. Grant recipients may request cash advances or reimbursements as needed during the project period. Payments are made electronically. IMLS requires grant recipients to maintain a restricted account for funds received during the project period. They do not need to maintain a separate bank account for IMLS grant funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements. In addition, government-wide uniform grant administrative rules and requirements apply, including appropriate OMB circulars.

Grant recipients are required to submit semi-annual interim performance reports every six months during the grant period as well as annual financial reports. They are also required to submit a final performance report and a final financial report at the end of the grant period.

Application Review Process

IMLS staff determines whether an applicant is eligible and whether an application is complete. IMLS staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible as an official applicant, the application will be rejected without evaluation (see Eligibility, page 1.3). Incomplete applications are subject to rejection without evaluation. If an application is rejected, the applicant will be notified by mail.

All eligible and complete applications will be competitively reviewed. All eligible applications for Museums for America grants will be evaluated by individual field review and/or panel review. Reviewers will have expertise in the types of activities and projects under review, and will be drawn from professionals in the field and from the areas of expertise required. The IMLS Director will make funding decisions based on the evaluations by reviewers, the types of projects encouraged by IMLS, and the overall goals of the Museums for America grants program and of IMLS.

Field reviewers may provide an initial evaluation applying the criteria identified on pages 4.2 – 4.3 ("Evaluation Criteria"). For field reviwer evaluation, applications are grouped into field review panels based on (1) the three grant categories (sustaining cultural heritage; supporting lifelong learning; or serving as centers of community engagement); (2) the request amount; and (3) institutional budget size. IMLS staff determines institutional budget size panel breakdowns based on applications received.

Sitting panels of museum professionals may review top ranked applications (based on standardized field review scores, if applicable) for: (1) the ability of the project to further the institution's mission and strategic plan; (2) the relationship between the institution's proposal and IMLS Museums for America program goals; and (3) the strength and feasibility of the project design. The IMLS Director takes into account the advice provided by the review process and, by law, makes all final funding decisions.

Examples of funded projects can be found on the IMLS Web site go to http://www.imls.gov/grants/museum/mus_mfa.asp

PROJECT AND APPLICATION REQUIREMENTS

Goals of Program

Museums for America strengthens the ability of museums to serve the public more effectively by supporting high priority activities that advance the institution's mission and strategic goals. Three program categories have been established to advance the mission of this initiative to support the wide range of museum activities, including both those that are behind-the-scenes and publicly accessible.

SUSTAINING CULTURAL HERITAGE

This category supports all activities that museums undertake to sustain cultural heritage, including artistic, scientific, and historical artifacts and content. Collections management activities, research, scholarly and popular publications, and exhibit planning, design, and implementation are eligible for funding.

SUPPORTING LIFELONG LEARNING

This category encompasses the broadest scale possible of what museums provide as educational activities, including programs designed for youth, families, or adults, exhibits, Web site content and design, and publications. The means by which museums share their collections, content, and knowledge to support learning are eligible for funding.

SERVING AS CENTERS OF COMMUNITY ENGAGEMENT

This category supports projects and activities that actively engage museums with their community. Public programs, community partnerships with other organizations, and behind-the-scenes activities that enhance the museum's ability to serve their community (including partnership organization, personnel administration, and communications) are eligible for funding.

Applicants may apply in one of nine divisions, as listed in the chart below.

Program Categories	Total Request Amount/Funding Categories		
Sustaining cultural heritage	$5,000-$24,999	$25,000-$74,999	$75,000-$150,000
Supporting lifelong learning	$5,000-$24,999	$25,000-$74,999	$75,000-$150,000
Serving as centers of community engagement	$5,000-$24,999	$25,000-$74,999	$75,000-$150,000

Request amount is not dependent on institutional budget size, but on museum's ability to match funds with non-federal sources for the proposed activities.

Choosing a Category

As the diagram below indicates, many projects might fit into two or more categories; however, applicants *must* select only *one* category to address. For example, a museum could apply to digitize collections. If the project activities are focused on the behind-the-scenes activities of the staff to digitize collections, then it would be a Cultural Heritage project. If the project activities are focused on putting these images on a Web site and developing curriculum after the digitization occurs, then it would be a project for Lifelong Learning. But if the project activities focused on a partnership with the local library, school, and community center to use the digitized images in some shared programming for a community day, then the project would fall under Centers of Community Engagement. Projects that address multiple categories will hold no advantage in the review process.

MUSEUMS FOR AMERICA PROGRAM GOALS

SUSTAINING
CULTURAL
HERITAGE

SERVING AS
CENTERS OF
COMMUNITY
ENGAGEMENT

SUPPORTING
LIFELONG
LEARNING

CHOOSE ONLY ONE

Eligible Grant Activities and Costs

Museums for America grants will provide an opportunity for institutions to build their effectiveness in meeting their missions and furthering their strategic plans. Museums will be able to use Museums for America funds to serve their public more effectively, by improving their operations both behind-the-scenes and publicly in a number of ways, including:

■ community engagement
■ education
■ exhibition
■ visitor experience, including public programs and membership services
■ research, scholarship, and publications
■ staff training
■ strategic plan enhancement and planning activities
■ collections management
■ other museum activities

Applicants should define how the funding relates to their institutional strategic goals in the critical area of public service.

IMLS sees Museums for America grants as investment grants and expects that for recipient institutions the funding will provide:

■ investment in capacity
■ support for sustainable institutional change
■ support to measure outcomes

Types of grant activities funded may include but are not limited to:

■ Migration of card-based collections management tools to an electronic collections management system
■ Creating or receiving a special one-time exhibit that has long-term impact on museum
■ Bringing a traveling exhibit to the museum, and creating education and outreach programs supporting the exhibit for the museum's audience
■ Cataloging collections so they are more accessible for exhibition, interpretation, and research (may include hiring personnel and purchasing computer software)
■ Digitization of collections
■ Continuation of an existing program in the museum to support widened access, inclusion, and diversity
■ Working with schools to develop curricula and/or programs.
■ Improvement of existing or development of new exhibitions to enhance educational services
■ Research on collections to assist in the ongoing interpretation of the collection and/or development of museum programs
■ Research, scholarship, and the creation of a publication for the museum

Grant activities are expected to have quantifiable and measurable outcomes, and grantees will be expected to evaluate the success of the project against the established outcomes. Grantees will submit assessment plans to IMLS for approval within eight weeks after the award is made. IMLS will work with grantees to create these assessment plans. *Information about outcome-based evaluation can be found on the IMLS Web site (http://www.imls.gov/grants/current/crnt_obe.htm) or may be requested from IMLS.*

ELIGIBLE COSTS

Eligible expenses include but are not limited to:
- staffing
- costs related to planning and maintenance of project partnerships
- purchase of equipment, materials, supplies, or services
- staff training
- program development and implementation
- exhibition design and fabrication
- integration of technology into exhibition or educational programs
- costs associated with evaluation of grant programs or activities
- research
- publication
- indirect or overhead costs (see page 3.6 – 3.7)
- activities assisting in achieving intellectual control over the collection, including: inventory, daily maintenance, numbering, and cataloging

Non-Eligible Activities and Costs

- Contributions to endowment funds
- Acquisition of objects for the collection
- Costs of social activities, ceremonies, and other entertainment
- Pre-award costs (costs incurred prior to the effective date of the grant)
- Construction and renovation of museum facilities. Generally any activity involving contract labor in the construction trades in not an allowable cost. Exhibits fabrication can be an allowable cost. If you have a question about the eligibility of the scope of your exhibition activities, please call IMLS staff immediately
- Collection conservation activities including the purchase of storage equipment such as shelving, installation of collections HVAC systems, creation of collections storage facilities, object treatment, collections surveys, or historic structure renovation (for these activities, please see IMLS Conservation Project Support Guidelines for possible eligibility)
- Exhibit fabrication which includes creation of large scale permanent structures for animals or objects that would involve contract labor of the construction trades. If you have a question about the eligibility of the scope of your exhibition activities, please call IMLS staff immediately
- General museum fundraising costs, such as development office staff or other staff time devoted to general fundraising

Applicable government-wide cost principles are listed in 45 C.F.R. Section 1180.10 (a) (IMLS regulations), available upon request.

Cost Share

IMLS will provide up to one-half the cost of the project. Your cost share may consist of:
- cash contributions
- earned income
- equipment
- in-kind contributions
- materials and supplies

You may *not* use federal funds as your cost share. In-kind contributions such as staff time, donated services, supplies, and space may be used as cost share if you can document that donations relate specifically to your Museums for America project.

PREPARING THE APPLICATION PACKAGE

Preparing Your Application

An application requesting Museums for America Grant support should include the following materials organized in the order listed. Following this list is a description and reference pages for each piece of the application.

 1. Face Sheet
 2. Museums for America Information Form
 3. Statement of Purpose/Mission Statement and History (not to exceed one page)
 4. Strategic Plan Summary (not to exceed two pages)
 5. Institutional Financial Statements (for past 2 fiscal years; no full audits please)
 6. Narrative (not to exceed seven pages); each question is numbered and labeled
 7. Schedule of Completion
 8. Project Budget (Detailed, Summary, and Budget Justification)
 9. Current, federally negotiated rate for indirect costs, if applicable
10. Specifications for Projects Involving Digitization, if applicable
11. Proof of Non-profit Status, if applicable
12. List of key project staff and consultants
13. Resume(s) for key project personnel (not to exceed two pages per person)
14. Attachments (see page 3.10 for more information)
15. Grants Processing Information Sheet (included on page 6.11)
16. Signature of Authorized Representative/Authorizing Official (included on page 6.4)

ELECTRONIC FILL-IN APPLICATION FORMS

IMLS now makes all application forms available on our Web site in PDF (Portable Document File) format for download. Applicants can download the electronic version of an IMLS application form and, using freely available software, type into the forms on any computer. This eliminates the need for a typewriter or for re-creation of IMLS application forms. Note that the forms cannot be submitted electronically, but may be completed online and then printed on the applicant's printer and shipped. Caution: the forms cannot be saved, so they must be completely filled in and printed in one operation. To access the fill-in application forms, visit http://www.imls.gov/grants/appl/index.htm. Alternatively, applicants may recreate the forms electronically following the IMLS format or may type on printed forms.

FACE SHEET

The Face Sheet and MFA information form are provided as pages 6.3 to 6.6 in the Application Forms section of this document. Use or replicate this form. These pages are available as a fill-in form on the IMLS Web site.

FACE SHEET AND MFA INFORMATION FORMS INSTRUCTIONS

1) Applicant Organization

Enter the legal name of the organization that is making the application, and its mailing address, Web address, DUNS and TIN numbers. Please make sure to include the zip + 4 and the Congressional District in this address. To find your zip + 4 code, please go to http://zip4.usps.com/zip4/welcome.jsp. To find your Congressional District please go to http://www.house.gov/ and enter the address including the zip + 4. If a museum or other eligible entity does not have the authority to apply directly to

IMLS for funding, enter the name of the parent organization that is submitting the application on behalf of the eligible entity, enter the name of the museum or other eligible entity in the space provided on the MFA information sheet, p.6.5 number 1, for the organizational unit.

2) Project Information
Enter a project title, brief description, and grant period start and end dates.

3) Project Director
Enter the name, address, and contact information of the person (Project Director) who will be responsible for carrying out the project and who will serve as the primary contact with IMLS regarding the progress achieved under the grant.

4) Primary Contacts/Grants Administrator
If the Project Director performs all the grant administration tasks as well, check the "Same as Project Director" box and go to the next item. If your institution has someone separate from the Project Director who manages the grant administration tasks, fill in that person's information here.

5) Type of Applicant
Select the one code that most accurately describes your institution.

6) Authorized Official/Authorizing Representative
Enter the name, address, and contact information of the person (Authorized Representative/Authorizing Official) who has the authority to apply for federal support of the institution's activities and enter into legal agreements in the name of the institution. (In those rare instances when a person who would normally serve as the Authorized Representative/Authorizing Official is the project director, the name, title, address, etc. of the person to whom the project director reports—e.g., the Board Chair—should be entered here and that person should sign the application.) **These must be two different individuals.** All written correspondence will be sent to the Authorized Official/Authorizing Representative.

MFA INFORMATION FORM

The Museums for America Information form is provided on pages 6.5 to 6.6 in the application forms section of this document. These pages are available as a fill-in form on the IMLS website.

1) Legal Name/Organizational Unit
Enter the legal name of the applicant. If the museum is not able to apply for grants on its own behalf, then enter the name and address of the museum in the Organizational Unit. For example, if a museum which is part of a parent organization such as an university is applying, the university would be the legal applicant, and the museum would be entered as the organizational unit.

2) Type of Museum
Enter the most appropriate discipline of the applicant organization.

3) Attendance
Enter the museum's attendance for the 12-month period prior to application.

4) Hours Open

Enter the number of hours the museum was open to the public for the 12-month period prior to application.

5) Date First Opened

Enter the year the museum was first opened and exhibiting to the general public.

6-9) Staff

Enter the number of full-time and part-time paid or unpaid staff.

10) Operating Income

Enter the museum's two most recent non-Federal operating income and corresponding year. If the museum has a surplus or deficit, attach a one page explanation.

11-12) Grant Request/**Cost Share**

Enter the museum's grant amount request and cost share.

13) Project Type

Enter the type of project you are applying for (be certain to check the right box)

14) Summary of Project Activities

Enter a description of all project activities.

APPLICATION CHECKLIST

The Checklist is provided as page 6.2 in the Application Forms section of this document. Use the Checklist to help you arrange the sections of the application in the correct order.

STATEMENT OF PURPOSE/ MISSION STATEMENT AND HISTORY

The Statement of Purpose and History page includes a mission statement and brief background history for the reviewers that:

- *Must note the source, approving body and date of the official document where it appears*
- May be quoted from or summarized to convey the essential points of the statement, if the statement is too long to be quoted in full
- Must accurately portray your museum's purpose or mission
- Uses the remaining space available on the page to include a brief history of the museum
- Must be maximum length one page, 8.5- by 11-inch single spaced

STRATEGIC PLAN SUMMARY

The strategic plan summary, sometimes called an institutional, long-range, or master plan summary, is used by reviewers to evaluate how your grant proposal project or activities further your institutional goals. The summary should:

- Describe a current and comprehensive plan covering all relevant areas of operation. Partial plans such as education or interpretation plans are only one element of a strategic plan
- Explain the key components of the current plan; methods used to develop the plan, such as institutional self-study or assessment; how the plan is evaluated and updated; and the roles of trustees, staff, consultants, members of the community or others in developing the plan
- Discuss the institution's success in meeting goals in the plan

- Be no more than two single-spaced, one-sided pages in length
- Make sure to indicate where the museum is in the planning process at the time of application. If your museum is in the midst of a strategic planning process, please indicate how this project relates to the plan that preceded it

INSTITUTIONAL FINANCIAL STATEMENTS

Institutional Financial Statements are a snapshot of the museum's financial health that helps reviewers determine the financial stability of the institution and gives an overall picture of the institution. Institutional Financial Statements:

- Include a required copy of your museum's financial statements for your past two complete fiscal years. If at time of application your fiscal year is complete, but not yet audited, please submit these unaudited figures and label as such
- If your museum is part of a larger organization (municipal government, university, etc.), do not include financial statements for those parent organizations, *only* for the museum
- Can be in the form of statement of activities, internal balance sheets, audit summary pages, or federal tax returns
- *Do not* include copies of full audits. (Full audits may be included in the attachments section, if desired)
- *Do not* include audits of value or worth of the collection used for insurance purposes

NARRATIVE

A well-designed proposal narrative is thorough and succinct while addressing all the narrative questions. The application narrative must be no more than seven pages, and:

- Identify grant activities and address the Narrative Questions listed on pages 4.2 – 4.3
- Answer each question in the order listed on pages 4.2 – 4.3, labeled and numbered.
- Does not include detailed budget discussions. These should be included in Budget Justification section (see page 3.8)
- Is legible so that reviewers can easily read the information you provide
- **Is no more than seven single-spaced, one-sided pages in length**
- **Has a margin of at least .5 inch on all sides**
- **Has each page numbered**
- **Be printed in a 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable. Handwritten applications will not be accepted**

SCHEDULE OF COMPLETION

The applicant must provide a Schedule of Completion that shows when each major project activity will be completed and how grant funds will be expended throughout the project. The Schedule of Completion must correspond to the activities described in the Narrative. A Sample Schedule of Completion is provided on page 6.12. The dates on your Schedule of Completion must correspond with the project dates on the Face Sheet (pages 6.3) and budget pages (pages 6.7-6.9). The applicant need not follow the sample format but must provide the same information, indicating milestones for completion of each major project activity and showing how grant funds are to be spent over the course of the project. The project must begin between August 1, 2006 and November 1, 2006 starting only on the first day of the month.

BUDGET

The IMLS Museums for America Grant application includes three elements to describe the costs of a proposed project: a Summary Budget form that describes costs for the entire project, a Detailed Budget form for each year of the project, and a Budget Justification that explains all components of the Detailed Budget form.

1. DETAILED BUDGET

Project Costs

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by applicant or third-party cash and in-kind contributions (cost sharing). In-kind contributions include the value of services or equipment that is donated to the project free of charge. All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization. When indirect costs are charged to the project, care should be taken to ensure that expenses included in the organization's indirect cost pool (see Indirect Costs below) are not charged to the project as direct costs. It should be completed for each year (12 month) of project activities. It should be duplicated, one set for each year of your project. It should clearly and specifically identify sources of contributions. For third party contributions, it must indicate whether the contributions are assured or pending.

Fringe Benefits

Fringe benefits may include contributions for social security, employee insurance, pension plans, etc. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs.

Travel Costs

The lowest available commercial fares for coach or equivalent accommodations must be used and foreign travel must be undertaken on U.S. flag carriers when such services are available.

Equipment

Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more.

Services

The costs of project activities to be undertaken by a third-party contractor, including a partner, should be listed under this budget category as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be contributed by the third party. A complete itemization of these costs should be attached to the IMLS budget form. If there is more than one contractor, the cost of each contract must be listed separately on the IMLS budget form and must have an attached itemization.

Indirect Costs (Overhead)

These are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost type items are the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

■ Indirect costs are computed by applying a negotiated indirect cost rate to a distribution base (usually the direct costs of the project). Organizations that wish

to include overhead charges in the budget, but do not have a current federally negotiated indirect cost rate or have not submitted a pending indirect cost proposal to a federal agency, may charge an administrative fee to the project of up to 15 percent. IMLS will pay this administrative fee only on that portion of direct project costs that are supported by IMLS funds. This fee may also be applied to the direct project costs that will be supported by the applicant and may therefore be counted as part of the applicant's cost sharing. If an applicant chooses this option, it must be careful to exclude all indirect-cost type items from the budget and the fee may not be applied to more than the first $5,000 of distorting costs such as equipment purchases or subcontracts. For Example, if your total request to IMLS is $100,000, and $20,000 will be spent on a contractor to do digitization of collections, and $10,000 will be spent on a piece of equipment, then your modified direct costs would be $80,000 (since you must subtract any amount over $5,000 for large contracts and equipment when doing this calculation) Then your indirect are 15 percent of $80,000, or $12,000 ($100,000 total request - $15,000 of contractor cost - $5,000 of equipment cost = $80,000 modified direct costs).

- If an institution has a federally negotiated indirect cost rate that will be current at the time an award is made, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application. However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS funds. Indirect costs that are related to the direct project costs that will be supported by the applicant may be included in the budget only as a part of the applicant's cost sharing. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued.

- An institution that is in the process of negotiating an indirect cost rate with a federal agency may apply the proposed rate to estimate total project costs as long as it follows the instructions in the previous paragraph in applying the rate and includes the indirect cost proposal in the application material. IMLS will not pay any indirect costs until a rate is negotiated and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. It is possible that the amount of the award will be reduced if the final negotiated rate is less than the rate that was used in the application budget. However, the amount of the award will not be increased if the negotiated indirect cost rate is higher than the rate proposed in the application.

- An organization that will function as a partner in undertaking grant activities may charge an administrative fee to the project of up to 15 percent if it does not have a federally negotiated indirect cost rate that will be current at the time the award is made. If it chooses to charge indirect costs to the project, a copy of the indirect cost negotiation must be attached to the budget itemization.

2. SUMMARY BUDGET

The Summary Budget should clearly identify the amount requested from IMLS, and the amount provided as cash and in-kind contributions by the applicant, by any partners, and from any other sources in the cost-share column. This page is available as an electronic fill-in form on the IMLS Web site (see page 3.2) or may be recreated using the same format.

IMLS has provided instructions below on what information to include in the Detailed Budget form. IMLS has described each cost category included on the Detailed Budget form, as well as the information that the applicant should include in this section. It shows full project costs in each category for all years.

3. BUDGET JUSTIFICATION

The Budget Justification should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the project budget will play. It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses. The applicant should provide specifications for all hardware and software for which IMLS funding is requested. IMLS encourages applicants to contribute as cost sharing the salaries of permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period. The Budget Justification should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third party service providers should be documented by bids or otherwise justified. It should be no more than two single-spaced pages.

SPECIFICATIONS FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

For a list of resources on digitization projects that can help you complete this form, see page 4.4. This list is intended to assist you in learning more about digitization projects and is neither exhaustive nor an endorsement of any particular resource. Some of the questions on this form may not apply to your project, but please answer all that are applicable.

The Specifications for Projects That Develop Digital Products form is on pages 6.10-6.12. If there is not enough room on the form for your answers, you may copy the questions and provide answers on a separate page.

INSTRUCTIONS

<u>Part I.</u> Complete the appropriate sections. Select Box A, B, or C, or any combination of these boxes, depending on the original material you will be working with and the digital products you will develop.

Box A. Converting Non-Digital Material to Digital Format

1. Explain the type of original **non-digital** materials you will select for digitization, such as text, photographs, three dimensional art objects, archaeological artifacts, maps, motion pictures, video, etc. and give the quantity of each type. (For audio, video, and motion picture materials, give the total number of minutes or hours to be digitized). Describe the original format of each type of material you will digitize.

2. Identify all use or access restrictions covering the original material you will digitize. Check the intellectual property condition and give the corresponding percentage of the original material that will be digitized.

3. Describe the terms of access and use that will apply to the newly digitized material being created by the project. Identify and explain any restrictions that will apply to the digitized material, and specify what percentage if any of the total material will be subject to restrictions. (Examples are copyright, no downloading, registration, etc.)

4. Explain what equipment and software will be used and include specifications that are relevant to the work of the project (such as cameras with zoom capability, scanners, servers, motorized object rigs, etc.) Equipment and software must be described whether you will do the digitization in-house or outsourced it to a contractor or partner.

Box B. Creating New Digital Content

1. Explain the types of digital content you will **create**, such as digital text (e.g. oral history transcripts), photographs, video, audio, web files, etc. and give the quantity of each type.

2. Describe your plan to obtain releases/permissions from project content creators (such as filmmakers) and subjects (such as oral history interviewees).

3. Describe the disposition of ownership and use rights of the new product.

4. Explain what equipment and software will be used and include specifications that are relevant to the work of the project (e.g., camera, audio recording equipment, video recording equipment, encoding software, server). Equipment must be described whether you will create the content in-house or outsourced it to a contractor or partner.

Box C. Repurposing Digital Content

1. Explain the original materials whose **digital** form you will repurpose such as digital text (e.g. oral history transcripts), photographs, video, audio, web files, etc. and give the number of each type. Describe the **digital format** and the amount of the material you will repurpose.

2. Identify copyright and other potential restrictions with regard to the original digital material. Check the intellectual property condition and give the corresponding percentage of the digital material to be repurposed.

3. Describe the terms of access and use of the new repurposed digital material. Identify and explain any restrictions that will apply to the repurposed digitized material, and specify what percentage if any of the total material will be subject to restrictions. (Examples are copyright, no downloading, registration, etc.)

4. Explain what equipment and software will be used and include specifications that are relevant to the work of the project. Equipment must be described whether you will do the repurposing in-house or outsourced it to a contractor or partner.

    Part II. Answer all questions.

5. Specify the file formats to be produced and the anticipated quality of each format (e.g. minimum resolution, depth, tone, pixel dimensions, file size, sampling rate). If watermarks or other features will be used, explain. For other media, (for example, audio, video, or motion pictures) provide appropriate specifications. Provide information for Master, Access, and Thumbnail versions.

6. Describe the medium that you will use to deliver the digital material (e.g. Internet streaming or download, broadcast, DVD).

7. Describe the underlying software to manage and/or present the content (e.g. DSpace, Fedora, ContentDM).

8. Describe your plan for ensuring the quality of the digital product.

9. Explain how descriptive and administrative metadata will be produced and used to describe and manage the content. Include the standards that will be used for data structure, content (e.g. thesauri), protocols, preservation and administrative information, and communication of the content (e.g., MARC, EAD, Dublin Core, PBCore, VRA Core Categories, or Categories for the Description of Works of Art).

10. Describe plans for preserving and maintaining the digital material during and after the grant period. The plan should cover storage systems and media to be used, migration plans, maintenance responsibilities, and commitment of institutional funding support.

11. If content will be provided on the Internet, indicate agreement to submit collection level records for digital products to the IMLS Digital Collection and Content Registry. State reasons for selecting alternative approaches.

12. Provide URL(s) for applicant's previously-digitized collections, if applicable. If the proposed digital collection will differ substantially in look and feel from collections you previously digitized, explain what the difference will be.

PROOF OF NON-PROFIT STATUS

If your organization is a private, non-profit organization (if you answered "Private Non-profit" or "Other" on Line 26 of the Face Sheet):

■ You must submit a copy of the IRS letter indicating your organization's eligibility for non-profit status under the applicable provisions of the Internal Revenue Code of 1954, as amended.

■ IMLS will *not* accept a letter of state sales tax exemption as proof of non-profit status.

LIST OF KEY PROJECT STAFF AND CONSULTANTS

A one page list of all key museum staff and consultants for the project is required. If a name appears on this list, there must be a resume to accompany it.

RESUMES

■ Resumes or vitae of no more than two pages each for all key personnel (both staff and consultants) must be included.

■ If staff is to be hired with grant funds, then include one-page position description of the qualifications of the person to be hired for the project. Each position description must specify the amount and type of experience required; the level of education required; and the precise role that person will play in the project.

■ If you have not chosen your key project personnel by the application deadline date, then you must submit position descriptions instead of resumes. Since MFA application reviewers rely on resumes and letters of commitment (see below) to determine the success of a project, if you have not chosen your personnel, then you will be at a competitive disadvantage.

ATTACHMENTS

Attachments are documents that specifically relate to the justification for the project but are optional.

■ IMLS encourages applicants to only include information that will supplement the narrative, and support the information provided in the application. Applicants should not use attachments to answer narrative questions.

■ IMLS strongly encourages inclusion of needs assessments (formal or informal documentation used to evaluate and plan projects; that can include surveys, reports, etc.), reports from planning activities, products or evaluations from previously completed or ongoing projects of a similar nature, or other documents for the evaluation of the proposal.

■ Other attachments could include letters of support from partners or other groups that the museum works closely with on this project, collections, technology or other departmental plans for the institution as applicable to the proposed project.

■ Total attachments are limited to 20 one- or two-sided pages. This includes any books. If they are over 20 pages in length, they will not be included in your application, and cannot be returned to the applicant.

■ IMLS will remove any supplemental materials above the 20 page limit. They will not be sent to field reviewers as part of your application, and cannot be returned to the applicant.

GRANT PROCESSING INFORMATION SHEET

This sheet is used to assist staff in determining eligibility.

■ The form is provided on page 6.14.

■ All questions must be answered.

COMPLETING THE APPLICATION NARRARTIVE

Narrative Questions – <u>Museums for America</u>

A well-designed proposal narrative is thorough and succinct while addressing all of the following evaluation criteria. These criteria must be addressed in the order presented and must be labeled with number and/or section title to guide reviewers in their evaluation. The narrative criteria are designed to create a proposal that begins with the broadest ideas and progresses to the details.

As stated in "Preparing your Application" (page 3.2), the application narrative must be no more than seven pages, must address the Evaluation Criteria in the order presented here, with each response numbered, and must:

- Be on 8.5- by 11-inch paper
- Have a margin of at least .5 inch on all sides
- Be printed in a font with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable
- Have page numbers on each page, front and back if double-sided pages are used

1. PROJECT DESIGN

Describe the project activities and its overall goals. Include information on any partners involved in the project activities. Discuss project oversight and process for correction and adjustments throughout project.

Review Criteria: Extent to which the project proposes efficient, effective, and successful approaches to accomplish clear goals and objectives. If technology purchase is requested, extent to which it will support the project or activity goals, and further the institution's strategic plan. If partnerships are supported by the grant, evidence that all partners are active contributors to and beneficiaries of the partnership activities. Extent to which project has allowed for project management and mid-term correction of project activities.

2. GRANT PROGRAM GOALS

Describe which one of the three goals of Museums for America the project addresses:

- Sustaining cultural heritage
- Supporting lifelong learning
- Serving as centers of community engagement

Describe how your proposal fits into that category. You must choose *only one* category to address. Your project will not be more favorably reviewed if you try to address all three categories. While many projects fit into one or more of these broad categories, every project will emphasize one of these areas over the others.

Review Criteria: Degree to which the project or program addresses the programmatic strategic goal the institution has identified on the face sheet as its chosen category.

3. HOW THE PROJECT FITS INTO STRATEGIC PLAN AND MISSION

Describe how your proposal relates to your mission statement and strategic plan as outlined in your strategic plan summary, a separate 2 page requirement of this application (see page 3.4). Describe how the project will serve as an investment in institutional capacity. Discuss the long-term impact of this project after IMLS funding ends.

Review Criteria: Evidence that the project or activities fit into and further the institution's strategic plan and mission. Extent to which the project is of sufficient scope to effect systemic change within the organization and/or expand institutional capacity to carry out the above strategic goals.

4. STRATEGIC PLAN: PROCESS AND FINANCIAL RESOURCES

Describe briefly how the institution arrived at its strategic plan, including the planning process and the participants in that process. Describe how the institution's financial resources support its strategic plan and the long-term stability of the museum.

Review Criteria: Evidence that the museum's strategic (institutional, long-range, master) plan had community, board, and staff involvement and supports the goals and needs of both the museum and its community. Evidence that the planning activities of the museum also ensure the long-term financial stability of the museum. (Please note: a required attachment is a financial statement for the applicant's two previous fiscal years prior to application.)

5. APPROPRIATENESS OF PROJECT FOR INSTITUTION, AUDIENCE

Describe who the intended audience is for this proposal and how the project will serve this audience. Briefly describe your area's demographics and how this intended audience fits within the institutional strategic plan. Discuss publicity plans for this project to the intended audience(s).

Review Criteria: Evidence that the project designers have identified an audience, performed a formal or informal assessment of their needs, and have designed this project as the best solution to answer those needs. Evidence that this project will be promoted to the intended audience.

6. PROJECT RESOURCES: TIME AND BUDGET

Describe the specifics of the time allotted for major activities and how these activities fit within the overall activities of the museum. Discuss the budget allocated to accomplishing the proposed activities.

Review Criteria: Evidence that the project activities will be effectively completed and that the applicant institution is capable of carrying out the project to its successful conclusion through the deployment and management of resources including money, facilities, equipment, and supplies. Appropriateness and cost efficiency of budget to complete project activities.

7. PROJECT RESOURCES: PERSONNEL AND TECHNOLOGY

Describe personnel who will accomplish the proposal goals. Briefly describe their qualifications and how they will be able to accomplish the necessary tasks for the project, especially if they are current museum staff with other duties. If hiring new personnel, describe the position in detail and the qualifications of appropriate candidates. If the project includes digitization of museum collections, complete "Specifications for Projects Involving Digitization" on pages 6.10 – 6.11.

Review Criteria: Evidence that the project personnel are qualified to accomplish project goals and activities. Extent to which personnel can commit adequate time to manage and implement the project activities. Extent to which personnel demonstrate appropriate experience and expertise in the specific area the project addresses. If project includes digitization, evidence that appropriate procedures will be followed.

Guidance for Projects that Develop Digital Products

INFORMATION TO INCLUDE IN PROPOSAL

In the proposal narrative, include a description of the subject matter and its significance, including relationships to related digital content. Explain how the material to be included in the project was or will be selected. Describe the additional value that any digital conversion or repurposing will bring to the materials, such as enabling innovative new uses or attracting new audiences. Describe how potential users will discover any new digital material. The application also includes a form, *Specifications for Projects That Develop Digital Products* (See p. 6.10), which must be completed and submitted with the application.

INTEROPERABILITY

Project design should demonstrate the use of existing standards and best practices for digital material where applicable; project products should be interoperable with other digital content. Grantees creating digital collections are expected to participate in the IMLS Digital Collections Registry currently operated by the University of Illinois at Urbana Champaign. The Grainger Library has created a registry and a metadata repository of collections digitized with IMLS funding. (See the project site at http://imlsdcc.grainger.uiuc.edu/about.htm).

DIGITIZATION PLANS

Projects that include digital conversion are strongly encouraged to develop a digitization plan before writing the grant application, and to include a copy of the plan as an appendix to the application.

RESOURCES FOR DIGITAL PROJECTS

IMLS has published *A Framework of Guidance for Building Good Digital Collections* as a resource for applicants planning a digital project which is now maintained by the National Information Standards Organization. Available at http://www.niso. org/framework/Framework2.html this document contains links to many web sites with useful information for planning and implementing digital projects. IMLS offers a wealth of information, including lists of digital projects funded at the Digital Corner on the IMLS website at: http://www.imls.gov/digitalcorner/index.htm.

The list of resources below is to assist you in learning more about digital projects and is neither exhaustive nor an endorsement of any particular resource:

TRAINING

Many universities, organizations, and businesses provide training in digitization and related topics. The following are examples only – check the general resource lists above for leads to more training opportunities and the topic lists below for training resources in specific subject areas.

- http://www.library.cornell.edu/preservation/tutorial/contents.html *Moving Theory into Practice: Digital Imaging Tutorial,* by Cornell University Department of Preservation and Collections Maintenance.
- http://www.solinet.net/digital_services/ds_templ.cfm?doc_id=2506 SOLINET (Southeastern Library Network) offers training in digital imaging, copyright, digital preservation, and other related topics.
- http://www.oclc.org/education/workshops/default.htm OCLC (Online Computer Library Center) provides seminars, workshops, and online training in digital projects, preservation, copyright and other topics related to digitization.

G E N E R A L

■ http://www.cdpheritage.org/resource/index.html - The Collaborative Digitization Program's web site (born as the Colorado Digitization Project) has a site devoted to resources that includes information about copyright, metadata, digitization standards, audio materials, and administrative concerns.

■ http://memory.loc.gov/ammem/ftpfiles.html : *Building Digital Collections: Technical Information and Background Papers* – Library of Congress American Memory Project.

■ http://www.archives.gov/research/arc/techguide-raster-june2004.pdf
Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files – Raster Images by Steven Puglia, Jeffrey Reed, and Erin Rhodes, U.S. National Archives.

■ http://library.amnh.org/diglib/index.html - The American Museum of Natural History's Digital Library Project web site has information on and links to resources on many topics such as planning, standards, and digital resources management.

■ http://sunsite.berkeley.edu/imaging - *Digitizing Images and Text* The Berkeley Digital Library portal links to resources on digitization projects, resources, and tools.

■ http://www.mainememory.net/home.shtml - The Maine Memory Network provides guidance and resources for its contributing cultural institutions such as libraries, museums, archives, and historical societies.

■ http://images.library.uiuc.edu/resources/links.htm - University of Illinois, Urbana Champaign, Digital Imaging and Media Technology Initiative provides resources about many topics including a listing of current imaging programs, organizations, and committees.

■ http://www.chin.gc.ca/English/index.html - The Canadian Heritage Information Network has information on creating and managing digital content.

■ http://www.nedcc.org/digital/tofc.htm - *Handbook for Digital Projects: A Management Tool for Preservation and Access* This Northeast Document Conservation Center site offers nine chapters of a handbook on project management, scanning, copyright issues, technical topics, best practices, vendor relations, and longevity. Includes many links to related sites.

■ http://www.diglib.org/publications.htm - The Digital Library Federation has publications on a range of topics including digital image management and preservation.

■ http://www.rlg.org/en/page.php?Page_ID=12081 – The Research Library Group's *DigiNews*, a bimonthly web-based newsletter.

■ http://www.asis.org/Bulletin/Jun-04/index.html
Bulletin of the American Society for Information Science and Technology, Vol. 30, No. 5 June/July 2004, special section about on-line museum information.

■ http://lists.mdch.org/bin/listinfo/digistates DigiStates on-line discussion list for people working on collaborative statewide projects for the digitization of cultural heritage resources.

M E T A D A T A

■ http://www.niso.org/standards/resources/Metadata_Demystified.pdf - *Metadata Demystified*, by Amy Brand, Frank Daly, and Barbara Meyers (Sheridan Press and NISO Press, 2003).

■ http://www.getty.edu/research/conducting_research/standards/intrometadata/index.html - *Introduction to Metadata: Pathways to Information*, edited by Murtha Baca, (Getty Research Institute, 2000).

■ http://www.rlg.org/en/page.php?Page_ID=214 - The Research Library Group's *Descriptive Metadata Guidelines for RLG Cultural Materials*.

■ http://oai-best.comm.nsdl.org/cgi-bin/wiki.pl?TableOfContents Digital Library

Federation/National Science Digital Library *Best Practices for OAI Data Provider Implementations and Shareable Metadata.*

■ http://www.utah.edu/cpbmetadata/PBCore/.
BCore: Public Broadcasting Metadata Dictionary for public broadcasters' television, radio, and web activities.

PRESERVATION OF DIGITAL MATERIAL

■ http://www.library.cornell.edu/iris/tutorial/dpm - *Digital Preservation Tutorial,* by Cornell University Department of Preservation and Collections Maintenance.

■ http://www.dlib.org – *D-Lib Magazine* has many articles on preservation of digital materials.

INTELLECTUAL PROPERTY

■ www.umuc.edu/distance/odell/cip - Center for Intellectual Property and Copyright in the Digital Environment by the Office of Distance Education and Lifelong Learning at the University of Maryland University College

■ http://www.iupui.edu/~copyinfo - Copyright Management Center (CMC) Indiana University - Purdue University Indianapolis

UNIVERSAL ACCESS

■ http://www.w3.org/WAI/ - The World Wide Web Consortium's guidance and resources on web accessibility for people with disabilities.

■ http://trace.wisc.edu/world/web - *Designing More Usable Web Sites*   The Trace Center presents resources on universally accessible web guidelines, compliance with Section 508, and forums for discussing accessibility issues.

■ http://webaim.org/ - WebAIM is a non-profit organization within the Center for Persons with Disabilities at Utah State University.

ASSEMBLING
AND SENDING
THE APPLICATION
TO IMLS

How To Assemble the Application Package

Review your application package carefully before sending it to us. You must include all of the required items listed below and the proper number of copies. (Each item described in detail in Step 2.) Your application is subject to rejection without review if any required item is missing. If you have any questions, contact IMLS at (202) 653-4789 for Museums for America Grants.

ASSEMBLE YOUR APPLICATION MATERIALS AS FOLLOWS

STEP 1: MAKE TWO PHOTOCOPIES OF YOUR FACE SHEET IN ADDITION TO YOUR ORIGINAL.

Extra Face Sheets (including the MFA Information Sheet) (Copy 1)

Extra Face Sheets (including the MFA Information Sheet) (Copy 2)

Note: Make sure to copy all 4 pages of the Face Sheet (6.3, 6.4, 6.5, and 6.6).

STEP 2: COLLATE ONE ORIGINAL (COMPLETE) COPY OF YOUR APPLICATION AS FOLLOWS:

Face Sheet with Signature and MFA forms (4 pages)

Deficit Explanation (if applicable) 1 page

Statement of Purpose/ Institutional History

Strategic Plan Summary 2 pages or fewer

Institutional Financial Statements

Narrative 7 pages or fewer

Schedule of Completion

Summary Budget

Detailed Budget by Year

Budget Justification 2 pages or fewer

Other Required Docs, if applicable (see items 8–10, p. 3.2)

List of Key Project Personnel

Resume(s) of key project personnel (2 pages per person)

Attachments (see p. 3.6) 20 pages or fewer

Grants Processing Information Sheet

STEP 3: MAKE 10 IDENTICAL SETS OF THE MATERIAL YOU AS-SEMBLED IN STEP 2.

STEP 4: COLLATE YOUR PILES FROM STEPS 1-3 AS FOLLOWS:

Extra Face Sheets and MFA forms (2 Copies)	Original Application	10 copies of the application
STEP 1	**STEP 2**	**STEP 3**

PLEASE DO NOT USE STAPLES TO FASTEN EACH COPY OF THE APPLICATION. PLEASE USE BINDER CLIPS OR OTHER REMOVABLE BINDING SYSTEMS.

YOUR MATERIALS ARE NOW READY TO SEND TO IMLS.

Note: IMLS will not do your photocopying or collating!

Sending the Application to IMLS

Ship Museums for America applications to:

Museums for America Grants   **Postmarked by November 15, 2005**
Office of Museum Services
Institute of Museum and Library Services
1800 M Street, NW, 9th Floor
Washington, DC 20036-5802

SHIPPING

- All applications must be postmarked no later than the application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
- All of the first-class and Priority mail sent through the U.S. Postal Service to IMLS is put through an irradiation process, which results in lengthy delays in mail delivery. Support materials (e.g. CDs, videos, slides) put through the irradiation process are suffering irrevocable damage.
- Please consider using commercial delivery services. Applications do not need to be sent overnight; ground service is acceptable.
- If you must use the U.S. Postal Service, IMLS recommends certified or registered mail.
- Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- In the event that a deadline falls on a day U.S. Post Offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked the next business day.

HAND DELIVERY

IMLS accepts hand-delivered applications between 9:00 a.m. and 4:30 p.m. (Eastern Time) daily, except Saturday, Sunday, and federal holidays. IMLS will provide a dated receipt at the time of delivery.

IMLS ACKNOWLEDGEMENT

- Within 30 working days after the application deadline, IMLS will mail applicants an acknowledgment form with an application number. If this form is not received, contact IMLS to make sure the application was received.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected. See Shipping, above, for information about postal delays.

PROOF OF SHIPPING

IMLS may ask for proof of shipping if the date on the package cannot be read.
- The U.S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date stamped.
- IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier.
- IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
- If using registered mail, the green return receipt card does not meet the IMLS requirement for proof of shipping.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected.

APPLICATION FORMS

Application Checklist

Use this checklist to help you arrange the sections of the application in the correct order.

☐ Face Sheet (2 pages)

☐ MFA Information Form (2 pages)

☐ Explanation of budget deficit or surplus, if applicable

☐ Statement of Purpose/Mission Statement and History (not to exceed one page)

☐ Strategic Plan Summary (not to exceed two pages)

☐ Institutional Financial Statements

☐ Narrative (not to exceed seven pages)

☐ Schedule of Completion

☐ Project Budget Forms
   ☐ Summary Budget
   ☐ Detailed Budget
   ☐ Budget Justification

☐ Proof of current, federally negotiated rate for indirect costs, if applicable

☐ Proof of Non-profit Status, if applicable

☐ Assurances/Certification of Authorizing Official

☐ Specifications for projects involving digitization, if applicable

☐ List of key project staff and consultants

☐ Resume(s) for key project personnel (not to exceed two pages per person)

☐ Attachments (not to exceed 20 pages)

IMLS Face Sheet

OMB No. 3137-0048
08/31/2005
CFDA No. 45.301

1. APPLICANT ORGANIZATION

Legal Name _____

Address 1 _____

Address 2 _____

City _____ County _____ State _____

Zip + 4/Postal Code _____ Congressional District _____

DUNS Number _____ Employer Identification Number (EIN/TIN) _____

Web Address http:// _____

2. PROJECT INFORMATION

Project Title _____

Project Description _____

_____

_____

_____

_____

Grant Period Start Date _____ End Date_____
        (must begin between 8/1/06-11/1/06)

3. PROJECT DIRECTOR

Prefix _____ First Name _____ Middle Initial _____

Last Name _____ Suffix _____

Title _____

Address 1 _____

Address 2 _____

City _____ County _____ State _____

Zip + 4/Postal Code _____ E-mail _____

Phone_____ Fax _____

4. PRIMARY CONTACT/GRANTS ADMINISTRATOR
    Same as Project Director (skip to item 5) ❏

Prefix _____ First Name _____ Middle Initial _____

Last Name _____ Suffix_____

Title _____

Address 1 _____

Address 2 _____

City _____ County _____ State _____

Zip + 4/Postal Code _____ E-mail _____

Phone_____ Fax _____

CONTINUE TO LINE 5

5. TYPE OF APPLICANT: CHECK THE ONE APPLICANT TYPE THAT APPLIES

- ❑ State Government
- ❑ County Government
- ❑ City or Township Government
- ❑ Special District Government
- ❑ Regional Organization
- ❑ U.S. Territory or Possession
- ❑ Independent School District
- ❑ Public/State Controlled Institution of Higher Learning
- ❑ Indian/Native American Tribal Government (Federally Recognized)
- ❑ Indian/Native American Tribal Government (Other than Federally Recognized)
- ❑ Indian/Native American Tribally Designated Organization
- ❑ Public/Indian Housing Authority
- ❑ Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
- ❑ Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
- ❑ Private Institution of Higher Education
- ❑ Individual
- ❑ For-Profit Organization (Other than Small Business)
- ❑ Small Business
- ❑ Hispanic-serving Institution
- ❑ Historically Black Colleges and Universities (HBCU's)
- ❑ Tribally Controlled Colleges and Universities (TCCUs)
- ❑ Alaska Native and Native Hawaiian Serving Institutions
- ❑ Non-domestic (non-US) Entity
- ❑ Other (specify)_____

6. AUTHORIZED REPRESENTATIVE/AUTHORIZING OFFICIAL

By signing the application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

(U.S. Code, Title 218, Section 1001)   ❑ I Agree

**Certifications and Assurances, are set forth in the IMLS guidelines for the program to which application is made.

Prefix _____   First Name _____   Middle Initial_____

Last Name _____   Suffix_____

Title _____

E-mail _____   Phone _____   Fax_____

_____   _____

Signature of Authorized Representative/Authorizing Official   Date Signed

Museums for America (MFA) Information

1. Legal Name _____

Organizational Unit (if different from Legal Name) _____

Address_____ City _____

Country _____ State _____ Zip+4/Postal Code _____

2. Type of museum *(check one)*

☐ Aquarium   ☐ Nature Center
☐ Arboretum/Botanical Garden   ☐ Natural History museum
☐ Art museum   ☐ Planetarium
☐ Children's/youth museum   ☐ Science/technology museum
☐ General museum*   ☐ Zoo
☐ Historic house/site   ☐ Specialized**
☐ History museum   ☐ Other _____

* A museum with collections representing two or more disciplines equally (e.g., art and history).
** A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group).

3. Museum's attendance for the 12-month period prior to the application.

   Onsite_____   Offsite _____   Electronic_____

4. Total number of hours the museum was open to the public for the 12-month period prior

   to the application _____

5. Year the Museum was first open and exhibiting to the public. _____ __

6. Number of full-time paid museum staff_____ **7.** Number of part-time paid museum staff_____

8. Number of full-time unpaid museum staff_____ **9.** Number of part-time unpaid museum staff_____

10.

Fiscal Year	Revenue/ Support/Income	Expenses/ Outlays	Budget Deficit (if applicable)**	Budget Surplus (if applicable)**
Most recently completed FY 20_____	$	$	($)	$ _____
Second most recently completed FY 20_____	$	$	($)	$_____

   ** *If Institution has a budget deficit or surplus for either of the two most recently completed fiscal years, please attach a single sheet behind this face sheet to explain the circumstances of this deficit or surplus.*

11. Total Amount Requested $ _____ .00

12. Amount of Cost Share $ _____ .00

13. Type of project (*check only one category*) ☐ Sustaining Cultural Heritage ☐ Supporting Lifelong Learning
☐ Serving as Centers of Community Engagement

14. Summary of project activities (2,000 maximum character count):

Project Budget Form
SECTION 1: SUMMARY BUDGET

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.5 – 3.8 BEFORE PROCEEDING.

DIRECT COSTS	IMLS	Cost Share	Total
SALARIES & WAGES	_____	_____	_____
FRINGE BENEFITS	_____	_____	_____
CONSULTANT FEES	_____	_____	_____
TRAVEL	_____	_____	_____
MATERIALS, SUPPLIES & EQUIPMENT	_____	_____	_____
SERVICES	_____	_____	_____
OTHER	_____	_____	_____
TOTAL DIRECT COSTS	$ _____	$ _____	$ _____
INDIRECT COSTS	$ _____	$ _____	$ _____

TOTAL PROJECT COSTS $ _____

AMOUNT OF COST SHARE $ _____

AMOUNT OF IN-KIND CONTRIBUTIONS $ _____

TOTAL AMOUNT OF COST SHARE (CASH & IN-KIND CONTRIBUTIONS) $_____

AMOUNT REQUESTED FROM IMLS, INCLUDING INDIRECT COSTS $ _____

PERCENTAGE OF TOTAL PROJECT COSTS REQUESTED FROM IMLS   _____ %
(MAY NOT EXCEED 50%)

Have you received or requested funds for any of these project activities from another federal agency?
(Please check one)   ☐ Yes   ☐ No

If yes, name of agency _____

Request/Award amount _____

Project Budget Form
SECTION 2: MUSEUMS FOR AMERICA DETAILED BUDGET

Year ☐ 1 ☐ 2 ☐ 3

MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL COST OF MATERIALS, SUPPLIES, & EQUIPMENT $ _____ _____ _____

SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL SERVICES COSTS $ _____ _____ _____

OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL OTHER COSTS $ _____ _____ _____

TOTAL DIRECT PROJECT COSTS $ _____ _____ _____

INDIRECT COSTS

Read the instructions about Indirect Costs on pages 3.6 to 3.7 before completing this section.

Applicant organization is using (check one)
☐ An indirect cost rate that does not exceed 15 percent
☐ A current, federally negotiated indirect cost rate

_____   _____
          Name of Federal Agency   Expiration Date of Agreement

☐ A proposed rate while negotiating a federally negotiated indirect cost rate (must include the indirect cost proposal in the application material)

_____   _____
          Name of Federal Agency   Date of initial proposal

Indirect Cost Calculations

____% of $_____ (modified direct IMLS costs) = $_____ IMLS indirect portion

____% of $_____ (modified direct Cost Share costs) = $_____ Cost Share indirect portion

Total indirect costs = $_____

Project Budget Form

SECTION 2: MUSEUMS FOR AMERICA DETAILED BUDGET

Year ☐ 1 ☐ 2 ☐ 3 – Budget Period from ____/____/____ **to** ____/____/____

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.4–3.5 BEFORE PROCEEDING.

SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	NO.	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
	TOTAL SALARIES AND WAGES $		_____	_____	_____

SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	NO.	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
	TOTAL SALARIES AND WAGES $		_____	_____	_____

FRINGE BENEFITS

RATE		SALARY BASE	IMLS	COST SHARE	TOTAL
_____	% of $	_____	_____	_____	_____
_____	% of $	_____	_____	_____	_____
_____	% of $	_____	_____	_____	_____
	TOTAL FRINGE BENEFITS_ $		_____	_____	_____

CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	NO. OF DAYS (OR HOURS) ON PROJECT	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
	TOTAL CONSULTANT FEES_ $		_____	_____	_____

TRAVEL

FROM/TO	NUMBER OF: PERSONS DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	COST SHARE	TOTAL
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
	TOTAL TRAVEL COSTS _ $			_____	_____	_____

Specifications for Projects that Develop Digital Products

PART I.   COMPLETE THE APPROPRIATE SECTIONS:

A. Converting Non-Digital Material to Digital Format

1. Describe types and original formats of materials to be selected for digitization and quantity of each.

2.   Identify copyright issues and other potential restrictions with regard to the original non-digital material.

☐ Public domain _____ % of total   ☐ Permissions have been obtained ____ % of total

☐ Permissions to be requested ____ % of total   Plan to address:

☐ Privacy concerns ____% of total   Plan to address:

☐ Other ____ % of total - Explain.

3. Describe how the newly digitized material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to digitized material, and specify what percentage if any of the total material will be subject to restrictions.

4. List the equipment and software, with specifications, whether purchased, leased or outsourced, that will be used (e.g., camera, scanner, server, A/D audio or video converter):

B. Creating New Digital Content

1. Describe types of materials to be created in digital form and quantity of each.

2. Describe plan to obtain releases/permissions from project content creators and subjects.

3. Describe disposition of ownership and use rights of new product.

4. List the equipment and software, with specifications, whether purchased, leased or outsourced, that will be used (e.g., camera, audio recording equipment, video recording equipment, encoding software, server).

C. Repurposing Existing Digital Content

1. Describe types and formats of digital materials to be selected for repurposing and quantity of each.

2. Identify copyright issues and other potential restrictions with regard to the original digital material.
☐ Public domain _____ % of total   ☐ Permissions have been obtained ____ % of total
☐ Permissions to be requested ____ % of total - Plan to address.

☐ Privacy concerns - ____% of total Plan to address:

☐ Other ____ % of total - Explain.

3. Describe how the newly digitized material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to digitized material, and specify what percentage if any of the total material will be subject to restrictions.

4. List the equipment and software, with specifications, whether purchased, leased or outsourced, that will be used (e.g. MPEG encoder, non-linear editing system, GIS software).

PART II. ANSWER ALL QUESTIONS:

5. Specify each type of file format (e.g., TIFF, JPEG, MPEG) to be produced and anticipated quality (e.g. minimum resolution, depth, tone, pixel dimensions, file size, sampling rate) of each.
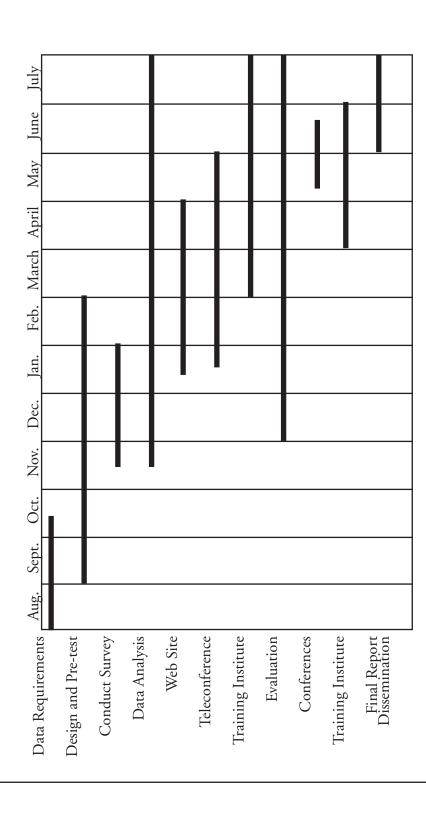Master

Access

Thumbnail

6. Describe the delivery medium that will be used (e.g. Internet, broadcast, DVD).

7. Describe the underlying software to manage and/or present the content (e.g. DSpace, Fedora, ContentDM).

8. Describe the quality control plan.

9. Explain how descriptive and administrative metadata will be produced and used to describe and manage the content. Include the standards that will be used for data structure, content (e.g. thesauri), protocols, preservation and administrative information and communication of the content (e.g., MARC, EAD, Dublin Core, PBCore, VRA Core Categories, or Categories for the Description of Works of Art).

10. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period (i.e., storage systems, migration plans and commitment of institutional funding).

11. If content will be provided on the Internet, indicate agreement to submit collection level records for digital products to the IMLS Digital Collections Registry. State reasons for selecting alternative approaches.

12. Provide URL(s) for applicant's previous digital products, if applicable.

Schedule of Completion
SAMPLE

This is a sample format for a schedule of completion (see page 3.5). You may prepare yours in a similar manner or you may create your own format. Whatever format you choose, be sure to list each major project activity addressed in question 1 (page 4.2), the date each activity begins and ends (month, day, year), and if part of a much larger project make sure the IMLS funded portion is clearly identified. It is critical that the dates on your schedule of completion correspond to the project dates on your Face Sheet (page 6.3).

	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July
Data Requirements												
Design and Pre-test												
Conduct Survey												
Data Analysis												
Web Site												
Teleconference												
Training Institute												
Evaluation												
Conferences												
Training Institute												
Final Report Dissemination												

Grant Processing Information Sheet

**ELIGIBILITY
REQUIREMENTS**

**ALL IMLS MUSEUMS FOR AMERICA GRANT APPLICANTS MUST
ANSWER THE FOLLOWING QUESTIONS.**

1. Is the institution either a unit of state or local government or a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code that is organized on a permanent basis for essentially educational or aesthetic purposes?

           ☐ Yes   ☐ No

2. Does the institution own or use tangible objects, whether animate or inanimate?

           ☐ Yes   ☐ No

3. Does the institution care for tangible objects, whether animate or inanimate?

           ☐ Yes   ☐ No

4. Are these objects exhibited by the institution to the general public on a regular basis through facilities the institution owns or operates?

           ☐ Yes   ☐ No

5. Is the institution open and exhibiting tangible objects to the general public at least 120 days a year through facilities the institution owns or operates?

           ☐ Yes   ☐ No

6. Does the institution employ at least one professional staff member, or the fulltime equivalent, whether paid or unpaid, who is primarily engaged in the acquisition, care, or exhibition to the public of tangible objects owned or used by the institution?

           ☐ Yes   ☐ No

IMLS Assurances and Certification

IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, nondiscrimination, and a drug-free workplace. Applicants requesting more than $100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. The authorized representative/authorizing official must review the Statement and sign the certification in, item 6 on the Application Face Sheet, pages 6.3 to 6.6. If you receive a grant, you must comply with these requirements.

ASSURANCES STATEMENT

By signing the application form, the authorized representative/authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations, which are available from IMLS upon request. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

FEDERAL DEBT STATUS

The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

DEBARMENT AND SUSPENSION

The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, makings false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

NON-DISCRIMINATION

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

(a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;

(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and

(d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

DRUG-FREE WORKPLACE ACT OF 1988

(A) The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;

(b) establishing an ongoing drug-free awareness program to inform employees about:

(1) the dangers of drug abuse in the workplace;

(2) the grantee's policy of maintaining a drug-free workplace;

(3) any available drug counseling, rehabilitation, and employee assistance programs; and

(4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    (1) abide by the terms of the statement; and
    (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

(e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

(f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
    (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
    (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency; and

(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

CERTIFICATION REGARDING LOBBYING ACTIVITIES (APPLIES TO APPLICANTS REQUESTING FUNDS IN EXCESS OF $100,000)

The authorized representative/authorizing official certifies, to the best of his or her knowledge and belief that:

(a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;

(b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the authorized representative/authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and

(c) the authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

GENERAL CERTIFICATION

The authorized representative/authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program. IMLS grant regulations may be found at 45 CFR Part 1180 *et seq*.

II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

SUBAGREEMENTS

Applicants who plan to use awards to fund subgrants, contracts and subcontracts should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

(1) certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and

(2) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive $100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed $100,000:

    (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

    (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NATIVE AMERICAN HUMAN REMAINS AND ASSOCIATED FUNERARY OBJECTS

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

HISTORIC PROPERTIES

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

ENVIRONMENTAL PROTECTIONS

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

(a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and Executive Order (E.O.) 11514;

(b) notification of violating facilities pursuant to Executive Order (E.O.) 11738;

(c) protection of wetlands pursuant to Executive Order (E.O.) 11990, as amended by Executive Order (E.O.) 12608;

(d) evaluation of flood hazards in floodplains in accordance with Executive Order (E.O.) 11988, as amended;

(e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.);

(f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);

(g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and

(h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1543).

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

RESEARCH ON HUMAN AND ANIMAL SUBJECTS

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

For further information on these certifications, contact IMLS, 1800 M Street, NW, 9th Floor, Washington, DC 20036. Or call (202) 653-4707.

MFA APPLICATION TIPS

TO MAKE YOUR APPLICATION MORE COMPETITIVE…

- The most successful proposals are focused projects with a defined beginning, middle and end. Your Museums for America proposal may be part of a larger institutional initiative, but should be a distinct aspect of a larger project.
- When asking for funds for staff time on a new project, please explain how the regular duties of that staff person will also be accomplished.
- When requesting funds for new staff, explain how each position will be supported after the grant period is over.
- Make sure to discuss long-term impact of any project, particularly if the grants funds are for one-time activities such as an exhibit.
- When applying for collections cataloging projects, include information about the amount of information that is to be collected, the software to be used, and the rate of this cataloging process.
- Overall institutional marketing is not allowed under Federal rules, but you are encouraged to discuss publicity of grant funded activities to the intended audience(s).
- If you are doing a wholly behind-the-scenes project, discuss how it will help you serve your mission and your public better.
- Attachments are optional information that is supplemental to the information provided in the narrative and other required parts of the application. Do not rely on your attachments to tell your story and do not make reviewers hunt through attachments to understand your project.
- Resubmissions are welcome! If you have applied in the past, but were not funded, we encourage you to take a look at your reviewer comments, and revise your application and resubmit it. A number of applications have been funded after being revised and resubmitted.

AND REMEMBER…

- Please use IMLS staff as a resource. If you have any questions, don't hesitate to call or e-mail us!
- You must have a current strategic plan in order to apply. MFA funds can be used to enhance these planning activities, but cannot be used to create a new institutional plan.
- Double-check all math calculations with a calculator; make sure the detail and summary budget sheets add up to the same totals.
- Check narrative and other text for grammar and spelling errors.
- Do not repeat information in multiple narrative sections.
- Ensure all project contact information is correct, including email and phone numbers.
- Budget amounts referred to in the narrative should match the numbers on the budget sheets for the project.
- When including institutional budget information, make sure to include relevant notes that explain these statements.
- The person designated as your Authorizing Official will receive all correspondence from IMLS, including receipt of application and notification of award. Please make sure that their contact information is current.